



## Chapter 7 – Occupational Structure

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## REFERENCES

- (a) DOD Instruction 1400.25, V2007, "DOD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Occupational Structure," April 17, 2012
- (b) SECNAV Instruction 12900.2a, "Defense Civilian Intelligence System", February 8, 2013
- (c) DOD Instruction 1400.25, 2000 Volume Series
- (d) Section 1601-1614 of Title 10, United States Code
- (e) Intelligence Community Directive (ICD) 652, Occupational Structure of the Intelligence Community Civilian Workforce", April 28, 2008
- (f) Sections 201-219 of title 29, United States Code
- (g) DOD Directive 5143.01, "Under Secretary of Defense for Intelligence (USD(I))," November 23, 2005
- (h) U.S. Office of Personnel Management Standard, "Introduction to the Position Classification Standards," August 2009
- (i) U.S. Office of Personnel Management, "Handbook of Occupational Groups and Families," May 2009
- (j) DOD Acquisition Position Description Coding Sheet, SD Form 812, March 1997
- (k) Naval Intelligence Defense Civilian Intelligence Personnel Systems (DCIPS) Manual, July 25, 2014
- (l) DOD Instruction 1400.25, V2009, "DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Disciplinary, Performance-Based, and Adverse Action Procedures," May 2012

1. **PURPOSE.** To establish and implement policy and procedures, provide guidance, and assign responsibilities for Department of Navy (DON) Defense Civilian Intelligence Personnel System (DCIPS) Occupational Structure described in Department of Defense (DOD) Instruction 1400.25, V2007, "DOD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Occupational Structure," April 17, 2012, reference (a).

2. **APPLICABILITY.**

2.1. This chapter applies to DON DCIPS employees who have been appointed under Section 1601 of Title 10, reference (d).

2.2. This chapter does not apply to members of the Defense Intelligence Senior Executive Service (DISES) or Defense Intelligence Senior Level (DISL) employees.

2.3. This chapter does not apply to employees covered by the Federal Wage Grade System or equivalent, non-appropriated fund employees, or foreign national employees employed under an authority other than DCIPS.

3. **POLICY.** It is Naval Intelligence policy that:

3.1 Each DON DCIPS position shall be categorized and aligned to the DCIPS occupational structure in accordance with reference (a) and that EDDPs shall follow all merit system principles, avoid prohibited personnel practices, and support the following position alignment actions in accordance with section 1612 of Title 10, United States Code, reference (d):

3.1.1. Each DON DCIPS position shall be mapped to a series and title established by guidance from the Office of Personnel Management (OPM) or in accordance with reference (a).

3.1.2. Each DON DCIPS position shall be officially documented in a position description (PD) in accordance with mission requirements.

3.2. All DON DCIPS positions will be structured to provide a balance between mission needs, economy, efficiency of operations, and effective employee utilization; and will support a rank-in-position personnel system construct.

3.3. Naval Intelligence HRO exercises delegated authority for DCIPS Occupational Structure and is entrusted to comply with and uphold the following objectives:

3.3.1. Ensure DCIPS positions are aligned consistent with the occupational structure criteria and procedures in accordance with this chapter.

3.3.2. Align DCIPS positions based on the description of work rather than the individual's qualifications.

3.3.3. Ensure positions are graded based on the principle of equal pay for equal work.

#### **4. RESPONSIBILITIES.**

4.1. The **Head, Naval Intelligence Activity (NIAH)** shall:

4.1.1. Develop, in collaboration with the Director of Intelligence, Headquarters Marine Corps (HQMC) and the Entities with DON DCIPS positions (EDDP), DCIPS policies, procedures, programs, and requirements for the DON DCIPS Community as specified in SECNAV Instruction 12900.2a, "Defense Civilian Intelligence System", February 8, 2013, reference (b).

4.1.2. Implement the provisions of this chapter within the DON DCIPS community as appropriate, and monitor EDDP programs for compliance with the provisions of this chapter.

4.1.3. Establish procedures for the evaluation of DON DCIPS positions and systematically apply the DCIPS position alignment criteria to ensure an effective and efficient workforce alignment in support of the mission.

4.1.4. Ensure positions are aligned in accordance with the provisions of reference (a), within the guidelines for the total number of allowable positions above the Full Performance Work Level of the Professional Work Category. Requested positions must be based on position management principles, budget realities, and the EDDP's authorized manpower structure.

4.1.5. Develop and implement supplemental guidance, in coordination with the Under Secretary for Defense for Intelligence (USD(I)), as required to address unique intelligence-related work performed within the DON DCIPS community, provided that such guidance is in compliance with the requirements of this chapter and references (a) through (g).

4.2. The **Naval Intelligence Chief Human Capital Officer (CHCO)** shall:

4.2.1. Provide executive advice and management to the NIAH on DCIPS occupational structure and position alignment policies and procedures.

4.2.2. Provide executive direction to Naval Intelligence on the full spectrum of DON DCIPS occupational structure and position alignment policies and procedures.

4.2.3. Serve as the final approval authority for position alignment reconsideration.

4.3. The **Naval Intelligence Director of Civilian Human Resources (DCHR)** servicing DON DCIPS employees shall:

4.3.1. Develop, publish, and oversee the policies governing the design and administration of DON DCIPS position alignment programs consistent with references (a) through (g) and in conjunction with the Director, Office of Civilian Human Resources (OCHR) Headquarters.

4.3.2. Provide advice and guidance on position alignment to their respective EDDPs in accordance with this chapter.

4.3.3. Ensure that policies and guidance relating to DCIPS occupational structure are published in accordance with reference (a).

4.3.4. Monitor and ensure compliance with the total number of allowable positions above the Full Performance Work Level of the Professional Work Category as directed by reference (a).

4.3.5. Review and preapprove reconsiderations; forward to CHCO for final approval.

4.4. The **Human Resources Director (HRD)** servicing DON DCIPS employees shall:

4.4.1. Ensure compliance with DON DCIPS position alignment programs and applicable implementation guidance and operating procedures.

4.4.2. Comply with, implement, and administer DCIPS position alignment policies, programs, and processes within their respective Human Resources Offices (HROs) servicing DCIPS employees per reference (b).

4.4.2.1. Naval Intelligence HRO exercises centralized position alignment authorities and approvals for EDDPs staffing civilian positions under DCIPS in accordance with reference (b).

4.4.2.2. The Naval Intelligence HRO maintains the final position alignment authority for DON DCIPS positions for a position alignment decision.

4.5. The **OCHR Operations Center Directors** shall:

4.5.1. Ensure that personnel actions are processed in accordance with the occupational structure as outlined in certified DON DCIPS PDs.

4.6. The **Entities with DON DCIPS Positions (EDDPs)** shall:

4.6.1. Manage the functions and positions in a manner that optimizes productivity, organizational effectiveness, and cost-efficiency while meeting mission requirements; ensure that each DON DCIPS position is reviewed for appropriate alignment as they become vacant or as mission requirements change.

4.6.2. Manage organizational structure and issue supplemental operational guidance to execute in accordance with this chapter and references (a) through (g) to ensure proper alignment. Supplemental guidance may be created for execution purposes only and shall not be used to establish new occupational structure policy nor supersede Naval Intelligence policy.

4.6.3. Maintain a pictorial organizational chart which clearly displays the hierarchy and leadership chain of command for all positions, and which accurately reflects and is reconciled with budget personnel records/manpower records. Organizational charts should be provided and submitted on regular, periodic basis to the Naval Intelligence HRO with the following information displayed on each position within the organizational chart for all requests to review position alignment and classification:

4.6.2.1. Pay Plan

4.6.2.2. Series

4.6.2.3. Grade

4.6.2.4. Title

4.6.2.5. PD number

4.6.2.4. Billet Identification Number (BIN) (where applicable)

4.6.3. Prior to the assignment of an employee to a DON DCIPS position, verify that the position is appropriately aligned to the DCIPS occupational structure in consultation with

the Naval Intelligence HRO and in accordance with guidance contained in this chapter.

4.6.4. Use standardized PDs for all DON DCIPS positions (when available).

4.6.4.1. When a published standard PD does not exist, submit PDs for alignment decisions to the Naval Intelligence HRO that services DON DCIPS positions.

4.6.4.2. When it is determined that mission requirements necessitate a unique PD, a request must be submitted to the Naval Intelligence HRO that provides position alignment and classification services for DON DCIPS positions for a position alignment decision.

4.7. The **Supervisors and Managers** within the EDDPS shall follow all merit system principles, avoid prohibited personnel practices, and support the following position alignment actions in accordance with section 1612 of Title 10, United States Code, reference (d):

4.7.1. Understand the general principles and procedures of position alignment and be able to explain them to his or her subordinate DCIPS employees.

4.7.2. Utilize subordinate DCIPS employees economically and effectively through optimum organization and assignment of work.

4.7.2. Identify the duties and responsibilities of positions under his or her supervision.

4.7.3. Consult with the Naval Intelligence HRO responsible for DON DCIPS employees to facilitate the EDDP PD alignment process.

4.7.4. Ensure PDs appropriately and accurately describe the current duties of the position in accordance with references (a) through (g). All PDs shall be digitally signed by the immediate supervisor or senior manager in the chain of command; this responsibility cannot be delegated.

4.7.5. Ensure proposed PDs are aligned with the appropriate mission category, work category, work level, and grade in accordance with reference (a).



5. **GENERAL STRUCTURE AND DCIPS POSITION ALIGNMENT.** DON DCIPS occupational structure shall be consistent with Office of the Director of National Intelligence (ODNI) guidance and Intelligence Community Directive 652, reference (e).

5.1. DCIPS occupational structure shall:

5.1.1. Provide the basis upon which EDDPs shall establish workforce requirements to structure their recruitment, retention, and development programs in support of the DON and intelligence missions.

5.1.2. Provide the foundation for managing the DCIPS pay structure according to the following elements: mission categories, occupational groups, work categories, work levels, grades, job titles, and competencies.

5.1.3. Group DON DCIPS positions in accordance with the work category and work level descriptors in Appendices C and D to this chapter.

5.1.4. Consider a position's level of difficulty, mission of the organization, and comparison of work to specific DCIPS grading standards using a written description of work requirements (i.e., major duties) when aligning DCIPS positions.

5.1.5. Align DON DCIPS positions following a top-down approach that begins with identifying and describing work requirements, followed by the appropriate mission category, work category, occupational title and series, then work level, and grade.

5.1.5.1. DCIPS Mission Categories. Align DON DCIPS positions to an appropriate mission category as outlined in Appendix B and identify as such on the PD. For the purposes of this chapter, the work performed by civilian employees, or required by the position, may be aligned in a mission category that is different from the funding source of the position.

5.1.5.2. DCIPS Work Categories. Align all DON DCIPS positions to a work category according to the criteria outlined in Appendix C. Work categories describe broad sets of related occupational groups characterized by common types of work. The criteria for work categories are based upon the predominant type of work assigned to the position and performed by the employee.

5.1.5.3. DCIPS Work Levels. Align all DON DCIPS positions to a work level as outlined in Appendix D. Positions at the Full Performance, Senior, or Expert work levels in the Professional Work Category may also be defined as supervisors or managers, if appropriate. Each work level denotes a common level of difficulty, responsibility, and certain qualification requirements.

5.1.5.4. DCIPS Grading Standards for DON DCIPS Positions. Use the guidance outlined in this chapter, Appendix E to determine the grade of nonsupervisory and supervisory/managerial positions in conjunction with the Naval Intelligence HRO and position alignment specialists.

5.2. **Position Management.** Position management involves the structuring of positions, functions and organizations in a manner that optimizes productivity, efficiency and organizational effectiveness. Positions should be structured in order to support mission requirements, promote mission readiness, and in consideration of the following position management principles:

5.2.1. Design positions around required skills and mission essential tasks rather than the personal qualifications of an employee.

5.2.2. Promote career progression whenever possible, exploring all opportunities to re-engineer jobs downward for entry level and upward mobility purposes to meet affirmative action goals, and improve employee morale to reduce turnover.

5.2.3. Avoid establishing deputy positions; if created, such positions will be classified one grade level lower than the supervisor/manager to which they report.

5.2.4. Review organization structures to identify and eliminate positions/organizational elements performing similar functions or duplicate work efforts. Review all vacancies closely for necessity.

5.2.5. Review vacant positions to restructure at the lowest work category, work level, and grade level compatible with mission accomplishment to make maximum use of financial resources.

5.2.6. Consider restructuring, designing, and establishing vacant positions for employment opportunities for individuals with disabilities.

5.2.7. Review and adjust organizational structures to maximize supervisor/employee ratios while still enabling effective technical and administrative direction, support, and oversight for subordinate employees. EDDPs shall ensure a ratio of at least five (5) or more civilian and military employees per first-line supervisor. Positions designated as supervisory must meet the criteria outlined in the Supervision/Management work category and the Supervision or Management work level descriptors in Appendices C and D in this chapter. Exceptions to this ratio will be made in consultation between the EDDP, the HRO servicing DON DCIPS employees, the DCHR, and the CHCO based on review of the business case, human capital requirements, and budgetary considerations.

5.2.8. Temporary positions necessary to support specific hiring needs and goals (e.g. term Joint Duty Assignments (JDAs)) must be established in coordination with the Naval Intelligence CHCO and responsible Comptroller.

## **6. MAINTAINING POSITION STRUCTURE.**

6.1. Naval Intelligence HRO shall maintain an ongoing program to assign all positions to the appropriate mission, occupation, title, work category, work level, and GG grade in accordance with mission requirements. Positions aligned up to the GG-15 grade will be aligned in accordance with the DCIPS Grading Standard for GG Graded Positions contained in Appendix E of this chapter. EDDPs shall verify the accuracy of duties and responsibilities prior to assignment of an employee to the DON DCIPS position.

6.2. DON DCIPS position work level/grade distributions will comply with allocation limits established by the USD(I) for positions at and above the Senior Level (i.e., GG-14 and GG-15) of the Professional Work Category. Exceptions to the established allocation limits must be supported through mission-focused workforce analysis and evaluation of Naval Intelligence work against DCIPS alignment criteria.

6.3. **Accretion of Duties.** Refer to Chapter 5, Employment and Placement of Naval Intelligence Defense Civilian Intelligence Personnel Systems (DCIPS) Manual, reference (j).

7. **POSITION REVIEW.** A position review is the approach to use when there are concerns and issues regarding the accuracy of information shown in a position description from a supervisor and/or employee. There are two ways to request a position review:

7.1. **Informal Position Review Process.** An employee may request an informal position review discussion at any time with his or her immediate supervisor since the supervisor is responsible for the assignment of work to the position. The requested discussion is limited to the employee's officially assigned position and may be oral or written. The supervisor shall discuss the matter with the employee and explain the evaluation of the position and may request assistance from the servicing Naval Intelligence HRO. If, as a result of the supervisor's discussion:

7.1.1. The employee is satisfied, no further action is needed, and the supervisor shall document the discussion.

7.1.2. A change in any occupational structure element is necessary the supervisor shall request a formal position review from the servicing Naval Intelligence HRO.

7.1.3. The employee is not satisfied he or she may request a formal position review.

7.2. **Formal Position Review Process.** If the employee and supervisor are unable to resolve the issue informally, the employee may request a formal position review through the supervisor to the Naval Intelligence HRO responsible for position alignment services for DON DCIPS positions.

7.2.1. The request must be submitted within 15 calendar days of the discussion of the informal review. The request must be submitted via the immediate supervisor, who must certify/approve the accuracy of the work described on the proposed PD and prepare a justification memorandum to support the formal position review to include documentation of the informal position review.

7.2.1.1. The supervisor shall submit the documents listed below to the Naval Intelligence HRO to begin the formal position review process. Classified documents shall not be submitted for this review.

- 1) Existing PD
- 2) Proposed PD

3) Justification memorandum signed by the Head of the EDDP.

4) Approved organization chart "Position Review" RPA submitted in DCPDS with the above documents attached.

7.2.1.2. The Naval Intelligence HRO shall review and assess the above documents received and provide the employee and supervisor with a questionnaire that addresses the:

- 1) Nature of the work (kind of work);
- 2) Variety (scope and range); and,
- 3) Difficulty of the work (judgment, skill, and knowledge), etc.

7.2.1.3. After the employee and supervisor complete and sign the questionnaire, the assigned specialist shall schedule an on-site or telephonic "desk audit" through the immediate supervisor of the position.

7.2.1.4. The Naval Intelligence HRO shall analyze and evaluate information collected during the interview as well as the documents initially submitted in comparison with the position alignment guidance in this chapter.

7.2.1.5. The Naval Intelligence HRO shall compose a formal written response of the position review decision to include the evaluation of the position, obtain the HRD's signature, and forward the decision to the immediate supervisor and employee. The formal position review evaluation shall outline the rationale for the decision.

7.2.1.6. When the employee is dissatisfied with the formal position review decision, he or she may request position alignment reconsideration.

7.2.2. The supervisor may request a formal position review of an employee's position at any time.

**8. POSITION ALIGNMENT RECONSIDERATION.** When a DON DCIPS employee believes an inappropriate position review decision (i.e., assignment of the mission category, work category, work level, occupational series, title, or grade) was made to his or her assigned position, the employee may submit a reconsideration request through the Naval Intelligence's position alignment reconsideration process.

8.1. Prior to submitting a position alignment reconsideration request, a formal position review (i.e., desk audit) shall be conducted by the Naval Intelligence HRO responsible for position alignment services for DON DCIPS positions.

8.2. An employee may not request position alignment reconsideration of duties and responsibilities not officially assigned to him or her; details, standards, or guides used to align/classify the position; proposed position alignment decisions or actions; previous reconsideration decisions; and/or position alignment of another employee's job.

8.3. A reconsideration request must be submitted in writing and must be received by the Naval Intelligence HRO within 15 calendar days from receipt of the date of the position review decision memorandum. The reconsideration request must contain specific reasons why the employee disagrees with the position review decision.

8.4. The employee's reconsideration request must be addressed to the Naval Intelligence CHCO via the Naval Intelligence DCHR. Upon receipt of a reconsideration request, the Naval Intelligence DCHR will confirm all required documentation is provided and will forward the package to the Naval Intelligence CHCO for reconsideration decision. A sample format can be found in Appendix F. The Naval Intelligence CHCO is the final approval authority for the position alignment reconsideration decision.

8.5. Reconsideration decisions will normally be made within 30 calendar days of receipt in writing. The Naval Intelligence CHCO may extend the deadline if necessary. If a decision cannot be made within that period, the employee and immediate supervisor will be notified in writing.

8.5.1. When a decision is made, the Naval Intelligence HRO will notify the employee and immediate supervisor of the decision in writing.

8.5.4. If the reconsideration decision results in a change to the position in favor of the employee, the supervisor will initiate the appropriate personnel action for the change to go into effect not later than four pay periods after the reconsideration decision is made.

If the reconsideration decision results in a change to the position that is an adverse action, refer to the procedures in the DOD Instruction 1400.25, Volume 2009, of reference (k) and Chapter 9 of reference (j).

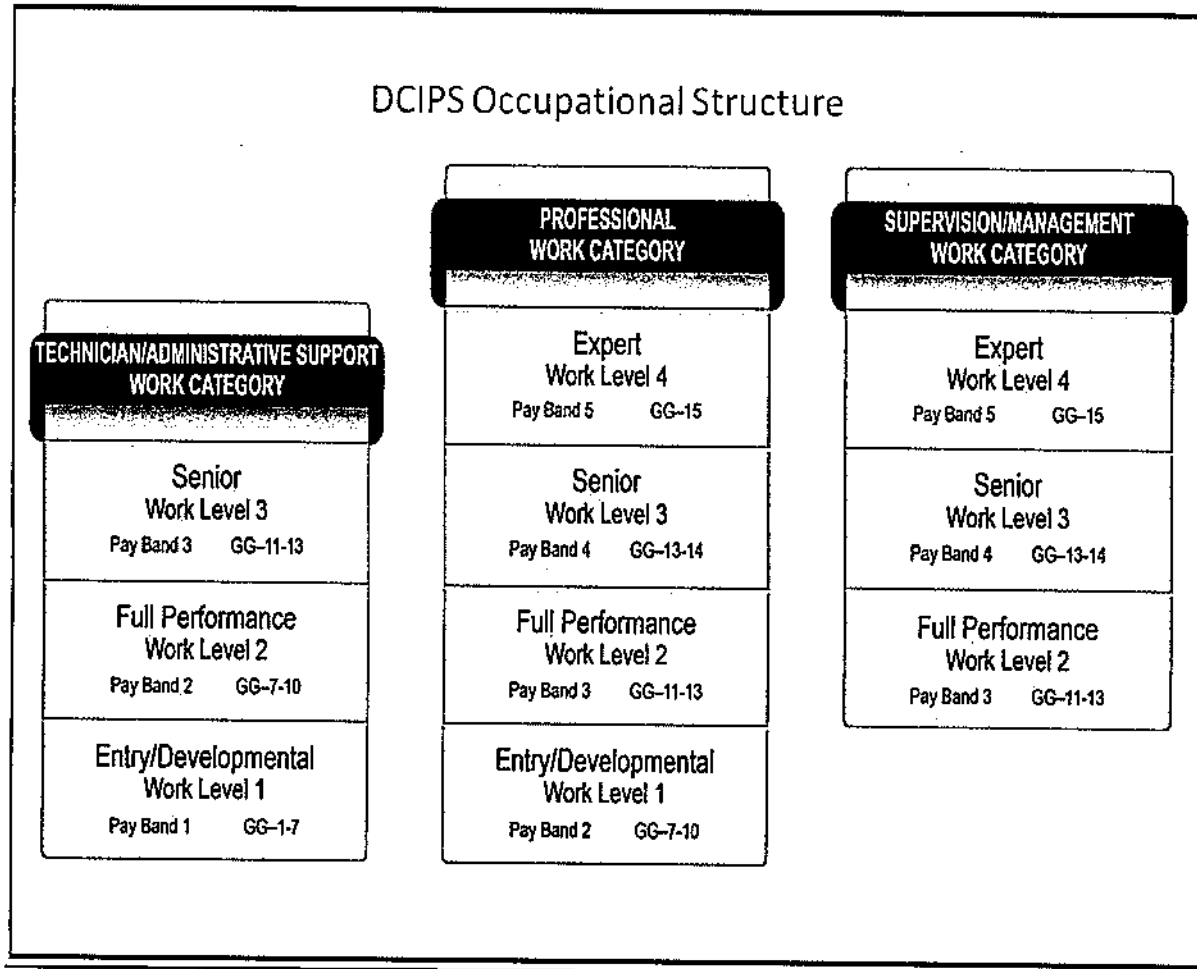
**8.6. Cancelling a position alignment reconsideration request.**

8.6.1. A position alignment reconsideration will be canceled upon written request by the employee or in the event an employee leaves a position which is under reconsideration.

8.6.2. Requests that are based on prohibited actions, such as discrimination, reprisal; prohibited personnel practices; or on protections against whistleblower reprisal may not be processed through the position alignment reconsideration process and shall result in cancelling this request.

**APPENDIX A**

**FIGURE 1 - DCIPS OCCUPATIONAL STRUCTURE**





**APPENDIX B**  
**DCIPS MISSION CATEGORIES**

**Collection and Operations.** This category includes occupations or positions whose incumbents engage in the collection and reporting of information obtained from intelligence sources by various means, including human and technical means. Occupations whose incumbents engage in intelligence and counterintelligence operations and in technical support of collection and operations are also included in this category.

**Processing and Exploitation.** This category includes occupations or positions whose incumbents engage in the conversion of information collected from various intelligence sources into a form that can be analyzed to produce an intelligence product.

**Analysis and Production.** This category includes occupations or positions whose incumbents engage in the preparation of a finished intelligence product from information obtained and processed from one or more intelligence sources in support of customer requirements.

**Research and Technology.** This category includes occupations or positions whose incumbents engage in basic, applied and advanced scientific and engineering research and development.

**Enterprise Information Technology.** This category includes occupations or positions whose incumbents support an organization's information systems, such as telecommunications, network operations, operation and maintenance of common user systems, and computing infrastructure. Additionally, this category includes occupations or positions whose incumbents engage in assuring the security of DOD or national security systems and information by providing knowledge and technology to suppliers and clients (i.e., those engaged in information assurance).

**Enterprise Management and Support.** This category includes occupations or positions whose incumbents engage in sustaining activities that support an organization, to include human resources, finance, logistics, security, legal, acquisition, and other program areas.

**Mission Management.** This category includes occupations or positions whose incumbents engage in the coordination and integration of IC-wide requirements, resources and activities.

**APPENDIX C**  
**DCIPS WORK CATEGORIES**

**Technician/Administrative Support.** This category includes positions whose incumbents' duties and responsibilities primarily involve supporting the operations and functions of a particular type of work or organizational unit. Such support activities are technical or administrative in nature. Qualifications are generally acquired through practical experience supplemented by on-the-job and/or skills-specific training. Such work tends to have fewer career progression stages and work levels. Positions in this category typically are covered by reference (g), commonly known as the Fair Labor Standards Act.

**Professional.** This category includes positions whose incumbents' duties and responsibilities primarily involve professional or specialized work requiring the interpretation and application of concepts, theories, and judgment. As a minimum, all groups in this category require either a bachelor's degree or equivalent experience for entry. However, some occupations in this category have positive education requirements (i.e., a requirement for a particular type or level of academic degree). This work category features multiple career progression stages and work levels.

**Supervision/Management.** This category includes positions whose incumbents' duties and responsibilities primarily involve planning, directing, and coordinating the operation of units within components; developing and/or executing strategy; formulating and/or implementing policies; overseeing daily operations; and managing material, financial, and/or human resources.

**APPENDIX D**  
**DCIPS WORK LEVELS**

**Entry/Developmental.** Work at this level includes learning and applying basic procedures as well as acquiring competencies through training and/or on-the-job experience in the professional and the technician/administrative support work categories. Positions at this level may involve independent performance of duties. Technician/administrative support positions should be placed in this work level when their primary function is the execution of established office procedures and standard program practices, and when typical career patterns for the occupation do not extend to the complexity, variety, and scope of the Full Performance work level.

**Full Performance.** Work at this level involves independently performing the full range of non-supervisory duties assigned to the employee. Employees at this level have successfully completed required entry-level training or developmental activities either within the employing organization or prior to joining the organization. Employees at this work level have a full understanding of the technical or specialty field, independently handle situations or assignments with minimal day-to-day instruction or supervision, and receive general guidance and direction on new projects or assignments. Within established priorities and deadlines, Full Performance employees exercise independent judgment in selecting and applying appropriate work methods, procedures, techniques, and practices in accomplishing their duties and responsibilities. Performance at this level may require the employee to collaborate with peers both internal and external to the work unit.

**Senior.** Work at this level involves a wide range of complex assignments and non-routine situations that require extensive knowledge and experience in the technical or specialty field. Receiving broad objectives and guidelines from the supervisor, Senior work level employees independently handle a wide range of complex assignments and non-routine situations and exercise independent judgment to identify and take alternative courses of action. Following broad objectives and guidelines, senior work level employees act independently to establish priorities and deadlines within expectations established by the supervisor, and may exercise individual judgment to choose alternative guidelines in order to complete assignments. Employees may lead and coordinate special projects, teams, tasks, and initiatives and build and utilize collaborative networks with key contacts within and outside of their immediate organization. Actions at this level are likely to have an impact beyond the employee's immediate organization.

**Expert.** Work at this level involves an extraordinary degree of specialized knowledge or expertise to perform highly complex and ambiguous assignments that normally require integration and synthesis of a number of unrelated disciplines and disparate concepts. Employees at this level set priorities, goals, and deadlines and make final determinations on how to plan and accomplish their work. The DON relies on employees at this level for the accomplishment of critical mission goals and objectives. As a result, employees may lead the activities of senior and other expert employees, teams, projects, or task forces. Employees at this level create formal networks involving coordination among groups across the IC and other external organizations.

#### **APPLICATION OF DCIPS WORK LEVELS TO THE SUPERVISION/MANAGEMENT WORK CATEGORY**

**Supervision.** Work of this type involves planning, directing, assigning, leading, and monitoring the work of the unit; hiring or selecting employees; and managing and appraising employee and organizational performance; disciplining employees; resolving employee complaints; and supporting the development of employees. Supervisors make decisions that impact the resources (people, budget, and material) of the work unit, ensure the technical quality and timeliness of the work produced by employees in the unit, and collaborate with supervisors across the organization in unstructured situations. A first-line supervisor must oversee a minimum of 5 civilian employees (not to include contractors or military members).

**Management.** Work of this type involves supervision of other subordinate managers and/or supervisors and/or direction of units, functions, or projects that may be staffed by civilian or military personnel. Managers are responsible for justification, direction, and allocation of resources (people, budget, material) across the organization through one or more levels of supervision and for setting organizational goals, objectives, and priorities. They handle highly complex, sensitive, or ambiguous challenges facing the organization(s); interact with, influence, and persuade high-ranking officials within and outside the organization, agency, and other external organizations; and make decisions that have an impact within and outside of the immediate organization and agency. A manager typically has oversight of supervisors who meet the requirements of a first-line supervisor, as outlined above.

## APPENDIX E

### DCIPS GRADING STANDARDS FOR GG GRADED POSITIONS

#### 1. INTRODUCTION AND PURPOSE.

a. DCIPS organizations using the GG graded structure shall use the guidance in this appendix to assign GG grades to nonsupervisory and supervisory/managerial positions following assignment of the DCIPS mission category, work category, and work level using guidance contained in Appendixes 1, 2, and 3 of this enclosure.

b. The DCIPS grading standard for GG positions is the standard for assigning grades in the alignment of all DCIPS positions in the GG grade structure, grades GG-1 through GG-15. The standard is derived from the Office of Personnel Management's Factor Evaluation System Primary Standard (Reference (h)) and has its origins in the standard previously used to classify positions under the Department of Defense Civilian Intelligence Personnel Management System that has been superseded by DCIPS. This standard consists of two parts. Part I provides grading criteria for nonsupervisory positions; Part II provides standards for assigning grades to supervisory and managerial positions.

#### 2. PART I. GRADING CRITERIA FOR NONSUPERVISORY DCIPS POSITIONS.

Grading criteria for nonsupervisory DCIPS positions assesses five job-content factors that when appropriately applied and summed allow for consistent placement of DCIPS positions into the DCIPS work level and GG structure across occupations and work categories. For each factor below, a degree of difficulty and its associated point total is assigned to a position. See Table 1 for DCIPS nonsupervisory grade conversion.

a. **Factor A - Essential Knowledge.** This factor measures the nature and extent of information or facts that employees must understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, theories, principles, and concepts) and the nature and extent of the skills needed to apply this knowledge.

(1) Degree A-1 - 5 Points. The work requires knowledge of simple, routine, or repetitive tasks or operations that typically include step-by-step instructions and require little or no previous training, experience; or skill to operate simple equipment requiring little or no previous training or experience.

(2) Degree A-2 - 15 Points. The work requires knowledge of basic or commonly used rules, procedures, or operations that typically require some previous training or experience; or basic skills to operate equipment requiring some previous training or experience, such as keyboard equipment or reproduction equipment.

(3) Degree A-3 - 20 Points. The work requires knowledge of a body of standardized rules, procedures, or operations requiring considerable training and experience in order to perform the full range of standard clerical and non-clerical assignments and resolve recurring problems; or the skill, acquired through considerable training and experience, to operate and adjust varied equipment for purposes such as performing numerous standardized tests or operations.

(4) Degree A-4 - 30 Points. The work requires knowledge of an extensive body of rules, procedures, or operations requiring extended training and experience in order to perform a wide variety of interrelated or non-standard procedural assignments and resolve a wide range of problems; or practical knowledge of standard procedures in a technical field, requiring extended training or experience in order to perform such work as adapting equipment, when this requires considering the functioning characteristics of equipment; interpreting results of tests based on previous experience and observations (rather than directly reading instruments or other measures), or extracting information from various sources when this requires considering the applicability of information and the characteristics and quality of the sources.

(5) Degree A-5 - 40 Points. The work requires knowledge (such as would be acquired through a pertinent baccalaureate educational program or its equivalent in experience, training, or independent study) of basic principles, concepts, and methods of a professional or administrative occupation and skill in applying this knowledge in carrying out elementary assignments, operations, or procedures; or, in addition to the practical knowledge of standard procedures in Degree A-4, practical knowledge of technical methods to perform assignments such as carrying out limited projects which involve use of specialized, complicated techniques.

(6) Degree A-6 - 60 Points. The work requires knowledge of the principles, concepts, and methods of a professional or administrative occupation as previously described that has been supplemented either by:

(a) Skill gained through job experience to permit independent performance of recurring assignments;

(b) Expanded professional or administrative knowledge gained through relevant graduate study or experience, which has provided skill in carrying out assignments, operations, and procedures in the occupation that are significantly more difficult and complex than those covered by Degree A-5; or

(c) Practical knowledge of a wide range of technical methods, principles, and practices similar to a narrow area of a professional field and skill in applying this knowledge to such assignments as the design and planning of difficult, but well-precedented projects.

(7) Degree A-7 - 80 Points. The work requires knowledge of a wide range of concepts, principles, and practices in a professional or administrative occupation, such as would be gained through extended graduate study or experience and skill in applying this knowledge to difficult and complex work assignments; or a comprehensive, intensive, practical knowledge of a technical field and skill in applying this knowledge to the development of new methods, approaches, or procedures.

(8) Degree A-8 - 95 Points. The work requires a mastery of one or more professional or administrative fields. The employee at this level applies experimental theories and new developments to problems not susceptible to treatment by accepted methods or makes decisions or recommendations significantly changing, interpreting, or developing important policies and programs.

(9) Degree A-9 - 115 Points. The work requires a mastery of a professional or administrative field in order to generate and develop new hypotheses and theories. The employee at this level is a leading authority in the specialty not only within the Department or joint organization, but also throughout the Defense establishment and the Intelligence Community.

b. **Factor B - Guidelines.** This factor measures the nature of the guidelines used (e.g., regulations, procedures, precedents, methods, techniques, and forms of governance over the work) and the degree of interpretation required of these references, including judgment and originality.

(1) Degree B-1 - 10 Points. Specific, detailed guidelines covering all important aspects of the assignments are provided to the employee. The employee works in strict adherence to the guidelines; deviations must be authorized by the supervisor.

(2) Degree B-2 - 25 Points. Procedures for performing the work are established and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgment in locating, selecting, and applying the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. Adaptability and versatility are required to meet changing work situations.

(3) Degree B-3 - 50 Points. Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as the policies, regulations, precedents,

and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

(4) Degree B-4 - 70 Points. Administrative policies and precedents are applicable but are stated only in very general terms. Guidelines for performing the work are scarce or of limited use. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.

(5) Degree B-5 - 95 Points. Guidelines are broadly stated and nonspecific, such as broad policy statements and basic legislation that require extensive interpretation. The employee must use judgment and ingenuity in interpreting the intent of guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as an authority in the development and interpretation of guidelines.

(6) Degree B-6 - 115 Points. Guidelines are virtually nonexistent. Precedents are obscure or not available. Originality, creativity, or extensive experience are required to deal with or to plan theoretical, experimental, or complex programs of such advanced and novel character that new concepts and methods must be developed. The lack of guidelines requires the employee to develop definitive plans and head pioneering efforts to solve problems that require an extension of theory.

**c. Factor C - Scope of Authority and Effect of Decisions.** This factor covers the relationship between the nature of the work (e.g., purpose, breadth, and depth of assignments) and the effect of the work products or services within and outside the organizational element. Effect also measures such things as whether the work output facilitates the work of others, provides timely service of a personal nature, or impacts on the adequacy of research conclusions.

(1) Degree C-1 - 15 Points. The employee takes or recommends actions on routine assignments or portions of special assignments where errors in decisions or commitments can be readily detected and corrected. The primary consequence of error is localized loss of time.

(2) Degree C-2 - 30 Points. The employee makes decisions on the application of established procedures and initiates actions that affect various organizational units. Errors in decisions or commitments are not immediately apparent but are revealed in subsequent operations. An error may result in loss of time in other organizational units.

(3) Degree C-3 - 50 Points. The employee makes decisions based on the interpretation of regulations and practices and initiates actions that affect various organizational units.



Commitments do not involve interpretation of policy or the setting of precedents, but may have an adverse effect upon the activities of the assigned element. Errors could prove costly in terms of delay and waste of time and resources within the element.

(4) Degree C-4 - 70 Points. The employee makes decisions and initiates actions that involve the interpretation of policy or the setting of precedents. The employee makes authoritative determinations and advises on technical problems. Decisions and commitments often involve large expenditures of resources and have a strong impact on important programs.

(5) Degree C-5 - 90 Points. The employee makes recommendations and decisions that materially affect the scope and direction of large, complex, and significant programs, or technical and scientific activities of crucial importance to the Activity's, Component's, Department's, or Intelligence Community's mission. Commitments may result in the initiation of major programs or the cancellation or modification of existing major programs.

d. **Factor D - Work Relationships.** This factor includes contacts with persons not in the supervisory chain and is based on what is required to make the initial contact, the difficulty of communicating with those contacted, and the degree to which the employee and those contacted recognize their relative roles and authorities. Also considered by this factor are the purposes of the contacts, which range from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals, or objectives.

(1) Degree D-1 - 5 Points. Person-to-person work relationships occur, but generally are of an incidental nature and do not constitute a significant part of the work.

(2) Degree D-2 - 15 Points. Person-to-person work relationships are a regular and necessary part of the job and are for the purpose of giving or obtaining factual information that is easy to convey and simple to understand.

(3) Degree D-3 - 35 Points. Person-to-person work relationships are for the purpose of giving or obtaining information on problems where some explanation or interpretation of facts is required in order to render service, implement regulations and policies, or maintain coordination.

(4) Degree D-4 - 55 Points. Person-to-person work relationships are for the purpose of giving or obtaining information on non-routine problems requiring not only explanation or interpretation of facts but also discussion and inferences in order to gain concurrence or persuade to action.

(5) Degree D-5 - 75 Points. Person-to-person work relationships are for the purpose of discussing policy matters and major changes in program emphasis in order to provide

authoritative advice on their effect and feasibility, to gain necessary cooperation and support, or to persuade to action.

(6) Degree D-6 - 95 Points. Person-to-person work relationships are for the purpose of securing acceptance or indispensable support of or explaining and defending policies and programs that represent the most controversial or crucial phases of the DoD, Intelligence Community, or joint organization's programs. Personal contacts are typically with high-ranking officials at national or international levels, with executives of large industrial firms or with specific policy makers and senior staff of other DoD, federal organizations, joint organizations, or the Intelligence Community.

e. **Factor E - Supervision Received.** This factor covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility, and the method for reviewing completed work.

(1) Degree E-1 - 5 Points. The supervisor makes specific assignments that are accomplished by clear, detailed, and specific instructions. As the employee gains familiarity with the work, instructions are not detailed for repetitive tasks, but the employee's responsibilities remain clearly defined. The employee works as instructed and consults with the supervisor as required on matters not covered in the original instructions. The supervisor maintains control through review of the work for such things as accuracy, adequacy, and adherence to instructions and established procedures.

(2) Degree E-2 - 20 Points. The supervisor maintains control over work through checking for accuracy, adequacy, and adherence to instructions. Instructions given to the employee are well defined, but the employee may recommend modifications to those instructions if the assignment is new, difficult, or unusual. The employee carries out routine assignments but unforeseen problems and unusual situations may be referred to the supervisor for help or decisions.

(3) Degree E-3 - 35 Points. The supervisor makes assignments by defining objectives, priorities, and deadlines and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out successive steps and handles problems and deviations in the work assignment in accordance with instructions, previous training, or accepted practices in the occupation. Finished work is reviewed for accuracy, quality, and compliance with more complex instructions and guidelines.

(4) Degree E-4 - 55 Points. The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines and projects. The employee is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise and interpreting policy in terms of established objectives. The supervisor is kept informed of

progress and any controversial matters. Finished work and methods are reviewed for accuracy and effectiveness and for compliance with complex instructions and guidelines.

(5) Degree E-5 - 75 Points. The supervisor generally provides only administrative direction, with assignments made in terms of broadly defined missions or functions. The employee has responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently. The supervisor is kept informed of significant developments. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility, effectiveness, or expected results and for its contribution to the overall project or program.

(6) Degree E-6 - 95 Points. Assignments are made in terms of overall organization mission and policies. The employee selects objectives, plans, and methods independent of any review. Delegated authority is complete. Broad policy questions or major problems of coordination are resolved in conference with advisors or personnel of other activity or Component elements. Recommendations for new projects and alterations of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals, or national priorities. Results of completed work are considered technically authoritative and are normally accepted without significant change.

(7) Degree E-7 - 115 Points. The employee is often the most authoritative professional in a particular field with the Department, Intelligence Community, or joint organization. The work is generally considered to be pioneering in a particular specialty. Supervision is virtually nonexistent. The independence of action inherent at this level is hampered only by the constraint on the availability of funds or other resources or major program goals and national priorities.

Table 1.

DCIPS Nonsupervisory Grade Conversion

Total Points	GG Grade Level	DCIPS Work Category and Work Level Descriptor
< 45	1	Entry/ Developmental Work Level for the Technician/Administrative Support Work Category defined in Appendix 2
	2	
	3	
45-79	4	
80-104	5	
105-129	6	
130-159	7	
130-159	7	Entry/ Developmental Work Level for the Professional Work Category; Full Performance Work Level for the Technician/Administrative Support Category
160-179	8	
180-204	9	
205-224	10	
225-244	11	Senior Work Level for the Technician/Administrative Support Work Category; Full Performance Work Level for the Professional Work Category
245-294	12	
295-339	13	
295-339	13	Senior Work Level for the Professional Work Category
340-379	14	
380 and above	15	Expert Work Level for the Professional Work Category
When applying this grade conversion chart, all work is aligned first to the Work Category and Work Level using the guidance contained in this Volume, and then to the appropriate GG grade		

3. **PART II. DCIPS SUPERVISORY POSITIONS.** The following are the factor and degree descriptors for DCIPS Supervisory and Managerial positions. When applying the grading guidelines below, they should be applied in the context of the total job. For those positions with mixed supervisory and non-supervisory responsibilities, the position should be titled as a supervisor if the position meets the requirements for designation as a supervisor, but the final grade of the position should be assigned based on the highest level of work performed on a regular and recurring basis. See Table 2 for DCIPS supervisory and managerial positions grade conversions.

a. **Factor A - Guidelines.** This factor measures the degree to which judgment and originality play a role in the supervisor's assignment. It is the availability and degree to which they apply, or the degree to which guidelines are absent, that determines the level of independent judgment and initiative in a supervisory position.

(1) Degree A-1 - 15 Points. The supervisor works in strict adherence to guidelines, and deviations must be authorized by the immediate supervisor.

(2) Degree A-2 - 35 Points. The supervisor works in adherence to guidelines but may use some independent discretion in locating and selecting the most appropriate guidelines or references.

(3) Degree A-3 - 55 Points. The supervisor uses judgment, resourcefulness, and initiative in adapting and applying guidelines, and is responsible for analyzing results and recommending changes to deal with the more difficult or unusual assignments.

(4) Degree A-4 - 75 Points. Guidelines exist, but the supervisor must use judgment and ingenuity to interpret the intent of these guides. The supervisor may be required to make major or novel adaptations to existing guides in order to accomplish the mission.

(5) Degree A-5 - 95 Points. Guidelines have only limited application in the most significant areas of work supervised. The supervisor exercises a very high degree of originality and judgment in formulating, evaluating, and monitoring the organization's programs in instances where new concepts or technologies are developed, where there are no precedents or guidelines on which to base or predict expected results, and where few if any existing guidelines can be used to develop appropriate criteria, methods, procedures, and techniques. Inherent in a position at this level are the exercise of judgment and ingenuity in guiding personnel in the analysis of unique problems and the development of new and improved techniques and methods for accomplishing the organization's mission.

(6) Degree A-6 - 115 Points. The only available guidelines are broad statements of policy, and precedents are obscure or non-existent. A supervisor at this level has full and final technical responsibility for the work of the organization and is responsible for developing plans and programs related to pioneering efforts. The limited guidelines pose a significant and continuing requirement for a high level of ingenuity and originality in order to lead and supervise the organization.

b. **Factor B - Scope and Variety of Operations.** This factor is intended to measure the extent to which size, workload, and variety of functions of the organization supervised contribute to the difficulty of the supervisor's position.

(1) Degree B-1 - 25 Points. The supervisor is responsible for supervising the day-to-day work of an element in which the operations are well defined and work methods are firmly established. Only one kind of work is normally represented. The supervisor directs work-flow, guides employees in the application of established procedures, assigns new or additional work when required, trains new employees, and initiates personnel actions. The supervisor reviews work in progress or upon completion for compliance with instructions and overall quality.

(2) Degree B-2 - 65 Points. The supervisor is responsible for planning and supervising the work of a work unit for which the programs and objectives are clearly defined and the organizational structure fully established. At this level of supervision more than one kind of work may be present, requiring an additional body of knowledge, and moderate variations in workload may be imposed on the supervisor due to cyclic fluctuations. The supervisor plans work flow and makes work assignments, adjusting workloads and adapting or modifying procedures to alleviate backlogs or delays. The supervisor reviews completed work for technical adequacy and for compliance with instructions and is responsible for the quality and quantity of completed work.

(3) Degree B-3 - 95 Points. The supervisor is responsible, directly or through subordinate supervisors, for organizing, planning and directing the work program of an organization for which program objectives and limitations are established. At this level of supervision, a greater variety of work and activities requiring frequently shifting work assignments and diversified occupational specialties exists. The supervisor may be required to alter the organizational structure of the immediate organization under his or her control or work methods to meet changes in requirements and shifts in workload. The supervisor assigns and reassigns personnel and consults with superiors on major technical and administrative problems. He or she is responsible for the effective use of assigned personnel and for the quality and quantity of work produced.

(4) Degree B-4 - 125 Points. The supervisor is responsible for directing and coordinating diverse work programs through intermediate levels of supervision. Within the framework of policy, the supervisor determines organizational structure and approves work plans and methods in order to efficiently and economically manage personnel and material resources. At this level, additional

supervisory problems may exist such as subordinates located in widely separate locales; frequent changes to assignments and deadlines; frequent, often abrupt and unexpected changes in work assignments and goals; a wide variety of distinct occupations; or supervision of shift operations, i.e., activities that are carried out over two or more shifts. Work at this level requires the supervisor to be constantly adjusting to the unpredictable consequences of added pressure.

(5) Degree B-5 - 150 Points. The supervisor is responsible for executing a primary mission of the organization by managing and administering a group of major work programs. The supervisor is fully accountable for the economy and efficiency of operations, for compliance with activity or Component policy, and for the attainment of program goals and objectives. The variety and nature of the work supervised is often at the technical frontier of not only the activity or Component, but the Intelligence Community and the Department.

**c. Factor C - Work Relationships.** This factor measures the difficulty of attaining work goals and objectives through personal contacts within and outside the organization and the nature, frequency, and purpose of person-to-person relationships required by the duties of the position.

(1) Degree C-1 - 15 Points. Contacts are with personnel in the supervisor's immediate organization and are either so highly structured or of such an incidental nature that they do not play a role in overall performance.

(2) Degree C-2 - 35 Points. Person-to-person work relationships are required but are not essential in the overall daily performance. Contacts at this level would normally be within the supervisor's organization to explain changes in work patterns or to explain deviations in work processes or methods. Occasional coordination with other organizations having a similar mission relationship may occur if guidelines or instructions require joint coordination to avoid backlogs or delays.

(3) Degree C-3 - 55 Points. Contacts are a regular and necessary part of the function and are generally to clarify or give facts or information in which the subject matter requires some interpretation. At this level, most contacts are within the supervisor's own assigned organization; however, occasional contacts may be with external organizations whose missions differ considerably from the supervisor's.

(4) Degree C-4 - 75 Points. Daily contact is required with personnel in a wide variety of organizations having mission-related activities and occasionally with operating personnel within the Intelligence Community. The purpose of contacts at this level is to resolve non-routine problems affecting the overall activities of the organization. At this level, the supervisor must persuade or

influence others to gain concurrence on major issues that affect the supervisor's organization.

(5) Degree C-5 - 95 Points. Person-to-person work relationships are for the purpose of justifying, demanding, negotiating, or settling matters involving significant or controversial issues. Contacts are generally with high-ranking officials both within and outside the supervisor's organization. The supervisor is expected to provide authoritative advice and guidance, to be a spokesperson for the organization, and be able to win support for the organization's programs.

(6) Degree C-6 - 115 Points. Person-to-person work relationships are to negotiate or solve issues relating to the most significant programs of the organization. The supervisor must defend extremely controversial or critical long-range plans of the organization, frequently at the highest levels of the activity or Component, with ranking officials of other Intelligence Community or Government agencies; or with executives of corporations having dealings with the activity or Component.

d. **Factor D - Supervision Exercised.** This factor measures the degree to which the supervisor is responsible for the various facets of technical and administrative supervision or management; his or her involvement in such things as work planning and organization, work assignment and review, and the exercise of supervisory personnel functions. This is, in effect, an expression of the extent of supervision received from higher levels and the extent of the supervisor's own responsibility for the work produced.

(1) Degree D-1 - 25 Points. At this level, the supervisor performs only basic supervision, such as ensuring that work schedules are met, staffing is adequate to accomplish assigned tasks, and adequate equipment and supplies are available for employees. The supervisor reviews work in progress or upon completion, explains any special instructions, and ensures that new employees are given proper training to perform the work. The supervisor also oversees attendance and leave, approves sick and annual leave and vacation schedules, and evaluates the performance of subordinates through the DCIPS or other appropriate Intelligence Community performance appraisal systems. Any controversial or disciplinary measures are referred to higher level supervisors for adjudication.

(2) Degree D-2 - 65 Points. At this level of supervision, the supervisor typically:

(a) Plans work schedules and sequences of operations for assigned personnel, ensuring that deadlines are met and that there is even flow of work.



(b) Revises work schedules to meet changes in workload, including use of overtime or alternate work schedules.

(c) Gives special instructions on difficult or different operations, answering technical questions about the work.

(d) Informs higher level supervisors of anticipated vacancies, increases in workload, or other circumstances requiring replacement or additional staff.

(e) Informally recommends promotions, reassignments, and recognition and rewards outstanding performance.

(f) Resolves employees' informal complaints that are within his or her jurisdiction, contacting higher levels of supervision for information and correction of unsatisfactory conditions. Directs on-the-job training for employees and provides back-up skills by cross training.

(g) Advises employees of the performance requirements of their positions and provides ongoing feedback on progress toward meeting requirements.

(h) Holds correcting interviews with employees and refers disciplinary problems to higher level supervisors in the chain of command in accordance with local policies and procedures.

(i) Prepares formal evaluations of employee performance and provides feedback on the evaluation.

(j) Explains to employees the main features and general procedures of promotion plans, training programs, and other opportunities, and seeks answers to more technical questions from higher level supervisors or staff specialists.

(k) Informs employees about the policies, procedures, and goals of management as they relate to the work of the organization.

(3) Degree D-3 - 95 Points. The supervisor at this level has authority to plan for and make changes in the organization of work in order to achieve efficient and economical operations within allowable budget, staffing levels, and policies established by higher organizational levels. While the normal work situation typically provides sources to which the supervisor can turn for advice and assistance on particularly difficult and out-of-the-ordinary technical problems, the supervisor does have substantial responsibility for the technical soundness of work, including the authority to define work quality standards and to prepare and issue internal instructions and procedures for work accomplishment. In addition to responsibilities for keeping employees and higher level supervisors informed of administrative, budgeting, and personnel matters that affect them, the supervisor at this level has authority to prepare formal and follow-up

actions for most supervisory personnel functions, including providing the primary input for promotions and award recommendations.

(4) Degree D-4 - 125 Points. At this level, the supervisor has full technical responsibility for the work of the organization and oversees an organization through one or more levels of subordinate supervisors. In addition to the authority to make changes in the organization of work within allowable budget and established policy, the supervisor has the authority to develop plans and schedules that guide subordinate supervisors in meeting program goals, objectives, and broad priorities established by higher level management. The supervisor establishes quality standards and internal instructions and procedures, and establishes operating guidelines to coordinate activities of subordinate supervisors in all substantive and management areas. The supervisor at this level approves, modifies, or rejects personnel actions initiated by subordinate supervisors.

e. **Factor E - Complexity of Work Supervised.** This factor measures the nature, level, and difficulty of the nonsupervisory work being supervised or managed. The degree level selected for this factor should represent the highest full-performance level of nonsupervisory work found in the subordinate work unit.

- (1) Degree E-1 - 35 Points. Supervises grades GG-1 through GG-4.
- (2) Degree E-2 - 40 Points. Supervises grades GG-5 and GG-6.
- (3) Degree E-3 - 45 Points. Supervises grades GG-7 and GG-8.
- (4) Degree E-4 - 50 Points. Supervises grades GG-9 and GG-10.
- (5) Degree E-5 - 55 Points. Supervises grade GG-11.
- (6) Degree E-6 - 60 Points. Supervises grade GG-12.
- (7) Degree E-7 - 65 Points. Supervises grade GG-13.
- (8) Degree E-8 - 70 Points. Supervises grade GG-14.
- (9) Degree E-9 - 75 Points. Supervises grade GG-15.

**Table 2.**

**Grade Conversion Chart for DCIPS Supervisory and Managerial Positions**

Total Points	GG Grade Level	DCIPS Work Category and Work Level Descriptor
228-249	11	DCIPS supervisory and managerial work is considered to be professional work, and begins at the Full Performance Work Level (2) in the Professional Work Category. Positions that are found to have point totals less than the minimum shown on this chart are to be aligned using the DCIPS nonsupervisory grading criteria.
250-289	12	
290-344	13	

290-344	13	Senior Work Level for the
345-394	14	Supervision/Management Work Category.
395 and above	15	Expert Work Level for the Supervision/Management Work Category.
When applying this grade conversion chart, all work is aligned first to the Work Category and Work Level using the guidance contained in this Volume, and then to the appropriate GG grade		

APPENDIX F  
SAMPLE FORMAT FOR REQUEST FOR POSITION ALIGNMENT RECONSIDERATION

MEMORANDUM

From:

To: Naval Intelligence CHCO

Via: Naval Intelligence DCHR

Subj: Request for DCIPS Position Alignment Reconsideration

Ref: (a) The Naval Intelligence Defense Civilian Intelligence Personnel System (DCIPS) Manual, Chapter 7 - Occupational Structure (insert date).

Encl: (1) Position Review Results Memorandum  
(2) Official Position Description

1. Applicability.

a. I understand that this is a request for a position alignment reconsideration, **only for my officially assigned position of record**. It does not apply to position alignment reconsideration of duties and responsibilities not officially assigned to my position, a detail, standards or guides used to align/classify the work of my position; proposed position alignment decisions or actions; previous position alignment reconsideration decisions; and/or position alignment of another employee's job.

b. I understand that requests that are based on prohibited actions, such as discrimination, reprisal; prohibited personnel practices; or on protections against whistleblower reprisal **may not be** processed through the position alignment reconsideration process and shall result in cancelling this request.

2. Basis for Request.

a. I am submitting this written request for position alignment reconsideration within 15 calendar days of receiving a formal position review decision from Naval Intelligence HRO on (Date Received mm/dd/yyyy).

b. I am requesting position alignment reconsideration of my official DCIPS position description, which is presently a

\_\_\_\_\_  
(Official Position Title,  
Occupational Series, Grade, Mission Category, Work Category,  
Work Level). The position alignment that I believe I should  
have been assigned is a \_\_\_\_\_ (Official  
Position Title, Occupational Series, Grade, Mission Category,  
Work Category, Work Level)

c. I am requesting a position alignment reconsideration  
based on the following:

- (1)
- (2)
- (3)

3. As required, all information for my request is included with  
this reconsideration request package.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Copy to:  
Immediate supervisor

## GLOSSARY

These terms and their definitions apply only to this chapter and serve as the basic occupational structure taxonomy for DCIPS positions.

**Activity.** Independent organizational entities subordinate to a DOD component.

**Competencies.** The measurable or observable knowledge, skills, abilities, behaviors, and other characteristics needed to perform a type of work or function.

**Defense Civilian Intelligence Personnel System (DCIPS).**

Positions engaged in intelligence or intelligence-related work requiring a significant degree of specialized intelligence knowledge, skills, and abilities. DCIPS positions include those which serve in direct support of intelligence functions within a DON non-intelligence component.

**DCIPS Elements.** The elements that comprise the DCIPS occupational structure, listed in the order most useful for understanding each and its relationship to the others. DCIPS elements are defined beginning with the broadest designation of mission categories, narrowing in focus with occupational groups, work categories and levels, job titles, and competencies which encompass the individual positions.

**DOD Intelligence Mission.** Those activities that fall within the responsibility of the USD(I) as defined in reference (h).

**Entities with DON DCIPS Positions (EDDPs).** Entities which employ Intelligence/Intelligence Support employees who have been appointed under the Defense Civilian Intelligence Personnel System (DCIPS), Section 1601 of title 10, United States Code.

**GG.** The pay plan designator used for DCIPS positions.

**Grade.** The numerical designation, GG-1 through GG-15, grouped by work levels, which differentiate within the work level qualifications required, difficulty, and responsibility.

**Naval Intelligence Human Resources Offices (HRO).** The centralized office that provides operational civilian HR support to DCIPS employees and position DON-wide.

**Job Titles.** The labels applied by the Defense Intelligence Components to systematically define sets of work activities that identify specialized tasks and competencies needed to perform a specific job.

**Mission Categories.** Broad classifications of work that reflect the various Defense Intelligence Component missions and functions, and that align to designated budget categories for the National Intelligence Program and the Military Intelligence Program.

**Occupational Groups.** One or more functionally related occupations, specialties, families, or classes of positions that share distinct, common technical qualifications, competency requirements, career paths, and progression patterns.

**Occupational Series.** Classes of positions that share distinct, common technical qualifications, competency requirements, career paths, and progression patterns.

**Position Descriptions (PD).** The official document of record of the major duties, responsibilities, and supervisory relationships of a position.

**Work Categories.** Broad sets of related occupational groups that are characterized by common types of work (i.e., Technician/Administrative Support, Professional, and Supervision and Management).

**Work Levels.** General descriptions that define work in terms of increasing complexity, span of authority and responsibility, level of supervision (received or exercised), scope and impact of decisions, and work relationships associated with a particular work category.